MEMORANDUM

#03-18

TO: All Departments and School Fiscal Officers

FROM: Trisha L. Neely, Director

DATE: June 18, 2003

SUBJECT: DFMS ON-LINE REPORTING

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All state agencies and schools have been trained in the use of on-line DFMS reports as of the end of June 2003 in accordance with Accounting Memorandum #03-08 and Memorandum dated January 24, 2003, SUBJECT: DFMS Reporting. The goal of providing electronic DFMS reports is to eliminate printed reports and better utilize resources while providing improved information services. The last printed reports will be for weekly reports dated August 8, 2003. Thus, **DFMS printed reports will be discontinued after the delivery of the weekly reports dated August 8, 2003 for all agencies except Higher Education.** Please ensure all couriers are notified there will be no further pickup of reports once these reports are received.

Higher Education will continue to receive printed reports until hardware is procured and installed for firewall requirements by DTI. Estimated installation of the hardware is the end of August 2003. Additional information will be provided as more information is known.

DFMS Reports Training will be provided on July 22-25 in the DTI Computer Lab, William Penn Building, 801 Silver Lake Plaza, Dover, Delaware for any employee who missed the initial training sessions. Please have your agency coordinator, as provided in response to Accounting Memo #03-08, contact our training administrator, Mr. Lewis Brooks, to identify those employees who require training and for scheduling a training session during this timeframe. Training for new employees will be conducted every two to three months depending on the demand with the next training session scheduled for October 2003.

Points of Contact are:

Jerry Minner	744-1062	jerry.minner@state.de.us	Security/functional issues
Henry Green	739-9520	henry.greene@state.de.us	Installation/technical/training instructor issues
Lewis Brooks	744-1039	lewis.brooks@state.de.us	Training coordination and scheduling